



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

SENIOR LEGAL TYPIST

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION
CLAIMS ADJUDICATION OFFICE
Los Angeles and Santa Rosa**

Position: Senior Legal Typist
Range A: \$2419 – \$2941
Range B: \$2704 - \$3285

Locations: Los Angeles*, Santa Rosa

Duties: Transcribe machine dictation from Workers' Compensation Judge (WCJ); type legal orders and awards in accordance with WCJ's instructions from findings of record; prepare and process various legal documents; keep record of status of cases handled by WCJ; answer and screen telephone calls; attach incoming mail to assigned cases; prepare statistics; and perform other duties as assigned..

SROA and Surplus Employees will be given first consideration and are encouraged to apply.
Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P. O. Box 420603
San Francisco, CA 94142-0603
Attention: Bronwyn Ahlbrecht
Telephone: (415) 703-4660

Applications accepted until September 19, 2005 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

***Recruitment and Retention Differential Pay for above location**

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.



CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

Rev. 8/31/2005

05-063-DWC/05-079 DWC